OFFICE LEVEL OBJECTIVE - FY-1985

OBJECTIVE: Examine, determine, and assign the relative
             responsibilities for the management of
             maintenance and operation of external facilities
             between HOME and RECD and provide additional
             staffing required to implement such functions.

STATEMENT: The recent reorganization between LSD and RECD
             created HOME to replace GSA and to more
             effectively consolidate, manage and implement
             Headquarters operations, maintenance, and
             engineering functions.

             The existing statements of mission, functions,
             and responsibilities of HOME and RECD do not
             address the relative organizational
             responsibilities for External Operations,
             Maintenance, and Engineering (EOME) functions,
             nor do the presently proposed organizational
             structures or staffing levels of HOME or RECD
             provide for the mechanism or manpower resources
             to adequately or responsively perform such
             support.

             At best, during the transitional phase of
             implementing the LSD/RECD reorganization and
             staffing of HOME, the management and
             implementation of EOME responsibilities and
             support is occuring in an Ad Hoc manner. Due to
             the presently understaffed posture of HOME and
             RECD and the increasingly heavy workloads, the
             availability of manpower support on an Ad Hoc
             basis is even marginal.

             Accordingly, an Office level determination is
             necessary to determine and assign the management
             responsibilities for EOME and to provide the
             increased staffing to implement such functions.
             Functions to be addressed include, but are not
             limited to, the following:

             1.   Space management and control.

             2.   Space layout.

             3.   Engineering design and construction.

             4.   Construction management.

5.   Contracting - design and construction.

6.   Contracting - maintenance and operation services.

7.   Daily interface with GSA and private building management.

8.   Interface with Agency components.

9.   Design and installation of Wang and terminal systems.

10.   Full-time trouble and support response.

11.   Miscellaneous special support - telephones, BSO, moving, furniture, transportation, mail and courier.

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